

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-06-R054

POSITION: SOCIAL SERVICES ASSISTANT  
DS-186-6/7/8

OPENING DATE: 11-2-05

CLOSING DATE: 11-12-05

IF "OPEN UNTIL FILLED"  
FIRST SCREENING DATE: \_\_\_\_\_

SALARY RANGE: \$29,449 - \$38,692 PER ANNUM  
\$32,635 - \$42,841 PER ANNUM  
\$35,842 - \$46,111 PER ANNUM

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

PROMOTION POTENTIAL: DS-8

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: 1

AGENCY: Child and Family Services Agency (CFSA) Child Protective Services (CPS)

DURATION OF APPOINTMENT: | ☒ | Permanent | | ☐ | Term (13 months to 4 years) NTE: Four (4) years  
| ☐ | Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

| ☒ | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| ☐ | This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent conducts non-clinical home visits accompanying Social Workers as needed, for reasons of safety or to assist in locating the assessment site. Provides transportation assistance for clients to and from CFSA to city hospitals, to court, and to other institutions at the request of the social worker or Supervisory Social Worker. Supports Social Workers and Supervisory Social Workers in the implementation of service plans, monitoring problem resolution, reporting the stabilization of cases for transfer or closing; relays messages and performs unannounced or unplanned home visits. Requests information, to include birth and death certificates, school records from state and out-of-state agencies, school transfers; processes authorizations for the release of information. Completing documentation of case activities in an automated child welfare database and case records and create case records. Attends court appearances with Social Workers or Supervisory Social Workers as required. Provides services related to planned or emergency placement of children or other emergency assistance, under the direction of a social worker or supervisor.

### **QUALIFICATION REQUIREMENTS:**

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or filled.

**OTHER INFORMATION:** Must possess a valid Driver's License and be able to operate a vehicle for the District.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of policies governing child abuse, neglect and adoption, and confidentiality procedures, to maintain professional objectives and boundaries;
2. General knowledge of child abuse and neglect laws to assess risk factors in a given environment;
3. General knowledge of standards public and private agencies means of information and data collection to gather factual material;
4. General knowledge of the developmental needs of children to provide required services to children and families; and
5. General knowledge of databases for electronic case management in FACES management in FACES or other relevant databases.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b><u>TO APPLY:</u></b>			
<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfさいobs@cfさいdc.org">cfさいobs@cfさいdc.org</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

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